



City of St. Louis, Treasurer's Office
Integrated Parking Technology
Pre-Proposal Conference

Addendum to Responses to Vendor Questions

- We intend to submit a letter of transmittal and an executive summary, please confirm that these sections will not count towards the 20 page limit.

Answer: The letter of transmittal will not count towards the 20 page limit, but the executive summary will count towards the page limit.

- Re: Field Test. Requirement: "Vendor will supply equipment at no cost to the STLTO. Vendors must include the following information in their proposal in the event that they are selected for the on-street trial." Question: Please confirm that this information requested will be excluded from the total page count.

Answer: Yes.

- Re: 3.A. Typically sections with costs and cost options are excluded from page limits. We would like to request that all requirements under 3.A, Cost Benefits Analysis, be excluded from the 20 page limit.

Answer: The Cost Benefits Analysis will be excluded from the 20 page limit.

- Re: 3.C. We would like to request that the recommended list of spare parts requested in this section be excluded from the 20 page limit, and be submitted as an attachment.

Answer: Yes, this is fine.

- Re: 3.F. Due to the size of the plans and promotional items requested, we would like to request that all plans and promotional items in this section be excluded from the 20 page limit, and be submitted as an attachment.

Answer: Yes.

- Re: 3.G. Due to the size of the schedule requested, we would like to request that the Rollout Implementation Schedule be excluded from the 20 page limit, and be submitted as an attachment.

Answer: Yes.

- Re: Field Test. Will the selected vendor be responsible for all staffing related to the installation of new meters as well as collections and maintenance during the field test?

Answer: With regard to coin collection, all of the coins collected by our current vendor are delivered to Brinks, who independently counts the collected coins. One of our employee's, who was responsible for meter collection prior to outsourcing, will also reconcile the coin collection reports issued by our current vendor and Brinks. Each vendor will be required to instruct Gateway Parking on how to perform routine maintenance on their parking meters. The vendor will be responsible for handling non-routine repairs.

The Treasurer's Office will work with selected vendors and our attorneys to provide additional safeguards prior to implementing their field test. The Treasurer's Office will also be available to troubleshoot any potential issues that may arise during the field test.

- Re: On-Street Meter Enforcement. Will the selected vendor be responsible for all staffing related to the installation of new meters?

Answer: Please refer to the response to the previous question.

- General. What contract term does the STLTO anticipate entering into with the selected vendor?

Answer: The final contract term is subject to negotiation.

- Re: 3.I. The reference requirements appear to be limited to On-Street Meter Enforcement and not Citation Management. Does the STLTO require the provision of Citation Management References?

Answer: The reference requirement applies to both citation management and on-street meter enforcement. The Treasurer's Office issued an amendment which also specifies reference requirements for pay by phone/mobile/web vendors.

- Re: 11. Please confirm resumes, screen shots, and other exhibits qualify as reference materials and can be excluded from the 20-page count limitation.

Answer: Yes.

- Re: 11. Section 11 references a 20-page limit per technology. Does the 20-page limit apply to the entire proposal or to each component, On-Street Enforcement and Citation Management?

Answer: It is the intent that all vendors be allowed to thoroughly elaborate on all technologies. Therefore, it is acceptable to use up to 20 pages per technology component if necessary.

- Can the STLTO elaborate on the permit parking zones that will be managed by the vendor's software? Will the vendor be responsible for tracking residential, commercial or other types of permit? How many zones are there and what are the types, quantities and eligibility requirements for issuing permits?

Answer: The parking zones are currently managed by Treasurer's Office employees in an ad-hoc manner. Some permit zones were established by local ordinances and some are established through our office by contract. There are approximately 20 commercial zones and 12 residential zones. Typically, the commercial zones managed by our office allow businesses to patronize parking meters near their establishment for a monthly fee. The residential zones include areas with and without parking meters.

The STLTO seeks software that will help streamline management of all permit parking zones. STLTO employees will continue to manage the permit program with the assistance of the vendor and their technical support.

- Re: 2. C. Please confirm that the following services will be required by the selected vendor:
 - Data entry
 - Scanning and indexing tickets and correspondence
 - Correspondence, including printing and mailing
 - Noticing (including print and mail)
 - DMV name and address acquisition
 - Skip Tracing
 - Cashiering
 - Installation payment plans
 - Customer Service
 - In-person and online hearing modules and support
 - Daily and monthly reconciliation functions
 - Security at Parking Violations Bureau
 - Bonded courier from Parking Violations Bureau
 - Lockbox processing of mail-in payments

Answer: Yes, these services will be required once a vendor is selected, but not during the test pilot period.

- What kind of information does the city want to see in an online personal account?

Answer: The online personal accounts should allow customers to establish unique usernames, passwords, personal information, and preferred methods of payment. We are also open to recommendations from vendors on additional functions for the online accounts.

- Please clarify the requirements related to the waiting list on mass e-mail functions.

Answer: The software provided should be capable of issuing mass emails to citizens who have established online personal accounts.